



# CITY OF HOUSTON

## Job Posting

1	<b>Applications accepted from:</b>	<b>ALL PERSONS INTERESTED</b>
2	<b>Job Classification</b>	<b>Airport Supervisor</b>
3	<b>Posting Number</b>	<b>PN# 109051</b>
4	<b>Department</b>	<b>Houston Airport System</b>
5	<b>Division</b>	<b>Bush Intercontinental Airport</b>
6	<b>Section</b>	<b>Physical Plant Maintenance</b>
7	<b>Reporting Location</b>	<b>4500 Will Clayton Pkwy. *</b>
8	<b>Workdays &amp; Hours</b>	<b>Shift work, including rotation, weekends and holidays *</b>
		<b>*Subject to change</b>

### DESCRIPTION OF DUTIES/ ESSENTIAL FUNCTIONS

Directs the activities of skilled craft workers engaged in repair, maintenance or construction functions. Prepares daily, weekly and monthly schedules and verifies daily work reports. Monitors progress of various work crews on assigned projects. Prepares and conducts safety meetings with employees. Inspects finished jobs for quality control and productivity and prepares reports for management review. Maintains accurate inventory records to ensure proper control of materials, equipment and tools. Prepares labor and material estimates for maintenance and constructions projects. Orders materials and verifies specifications with vendors.

### WORKING CONDITIONS

Performing these duties will involve: visually observing and differentiating details, walking, standing, climbing ladders, and sitting for extended periods of time; lifting items weighing up to 20 pounds; operating city vehicles; speaking and writing clearly and effectively; adjusting to interruptions and changes or critical and demanding work; exposure to all kinds of weather conditions and airport noise; using two-way radios; adjusting to repetitive activities and dealing with people in tense situations. Must be willing and available to work all shifts, including rotation, weekends and holidays. Ability to obtain and maintain security clearances.

### MINIMUM EDUCATIONAL REQUIREMENTS

Requires specialized training in principles, procedures, practices, routines or techniques in a specific area or trade, which might normally be acquired through up to eighteen (18) months of education or training, beyond the high school level. Vocational competence in the operation of mechanical or electronic equipment may be required.

### MINIMUM EXPERIENCE REQUIREMENTS

Two (2) years of experience in operations and/or maintenance at an airport or comparable facility preferably with some supervisory experience. Additional experience may be substituted for the education requirement on a year-for-year basis.

### MINIMUM LICENSE REQUIREMENTS

Valid Class C Texas driver's license and compliance with city's policy on driving (AP 2-2).

### PREFERENCES

Ability to read blueprints relating to construction and the maintenance of building structures and equipment; previous supervisory experience a plus; two (2) years industrial painting experience helpful; computer skills using Microsoft Word, Windows 95, Excel and PowerPoint.

### SELECTION/SKILLS TEST REQUIRED      Application review and/or interview

### SAFETY IMPACT POSITION      ☒ Yes      ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

### SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

<u>Salary Range - Pay Grade 18</u>	
\$ 1,261.00 - \$ 1,480.00 Biweekly	\$32,786.00 - \$38,480.00 Annually

### OPENING DATE      FEBRUARY 22, 2006

### CLOSING DATE      OPEN UNTIL FILLED

### APPLICATION PROCEDURES

Only original applications, resumes and online submissions are accepted for Houston Airport System jobs, and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1<sup>st</sup> floor or for advanced consideration, submitted online at:

<http://agency.governmentjobs.com/houstonair/default.cfm>.

**Our TDD (Telephone Device for the Deaf) phone number is 713.837.9471. Candidates will be notified of their application status. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

"If you need special services or accommodation, please call 281/233-1515." The Houston Airport System Human Resources TDD phone number is 281/233-1862.

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